

2004 Clean Watersheds Needs Survey

Tip Sheet & Acceptable Documentation

This Tip Sheet follows the general format of the four surveys and provides additional explanation of the survey questions, where applicable. Not every section of each survey is addressed here and not every section addressed here is relevant to each survey. The Tip Sheet should provide sufficient information for you to complete the survey, but if you still have questions, please contact the SWRCB for further information.

Authority Name – Identify the official name of the authority responsible for the operation and management of the facility.

RWQCB Region – Identify the Regional Water Quality Control Board Region the facility is regulated by.

Contact Person – Identify the most appropriate contact person familiar with infrastructure projects along with a long-standing job **Title** for future surveys.

Facility/System Name – Please list the most current and accurate name for the facility – i.e. wastewater treatment plant, water quality control facility, water recycling facility, storm water system, collection system, etc.

Interim Facility – Please check this box if your facility is only a temporary facility until a permanent facility or alternative is completed.

Facility Location – If the facility is located at a different physical address than the contact person, please identify that address (as best as possible in some cases). This may not be applicable for a storm water system.

Facility Latitude & Longitude Coordinates – California and the EPA would like to better identify the location of each facility with lat/long information. If you do not currently have this information, there are a number of sources for collecting the information – personal GPS units, online mapping websites (<http://www.maptech.com/> or you can take a “Test Drive” on http://www.geocode.com/modules.php?name=TestDrive_Eagle or other online sources), etc.

It is important to define the datum used – the maptech.com and geocode.com websites uses the North American Datum of 1927 (NAD27). It is also important to describe what location the lat/long is based on – i.e. the center of the facility, the facility address, etc. For storm water and collection systems, please base the lat/long info on the most appropriate location you can get data for and then provide a description – i.e. the center of your service area, the main pump station, etc.

Some Global Positioning System (GPS) devices use the units of degrees and decimal units instead of the more familiar degrees, minutes, and seconds. You may enter the GPS data in the degrees and decimal units if that is your most reliable source of information.

Outfall Latitude & Longitude Coordinates – The lat/long information for your outfall (if applicable) should be listed in your Waste Discharge Requirements (WDR) permit of your National Pollution Discharge Elimination System (NPDES) permit. Otherwise, you can try and use the <http://www.maptech.com/> website to identify the coordinates.

Congressional District – If you cannot determine what congressional district the facility lies in, you can visit <http://www.house.gov/> to determine the proper congressional district. There is also an Adobe file available on the CWNS web site that can be searched by zip code.

Watershed – The name and number of your watershed may be listed in your permits, or it can be found at the following website: <http://cfpub.epa.gov/surf/locate/index.cfm>. In some cases, your facility may be part of a certain reach of river within a watershed. Please identify to the greatest detail possible the watershed reach, where applicable.

NPDES Permit Number – Please list any NPDES permit held by the facility and identify the type of permit it is – i.e. discharge, combined sewer overflow, storm water, etc.

WDR Order Number – Please list the most current order number for the facility’s Waste Discharge Requirements.

Discharge Method – Since many facilities have very unique methodologies for discharging their treated effluent, please use the supplied discharge methods to best describe how your facility discharges. If there are seasonal variances, please identify the months the different method is used. Please round months to indicate the method using the largest number of days. If a portion of the flow is recycled, please identify (or estimate) the percentage of the flow that is recycled and where it is sent. If your discharge is just one method year-around, then please list 100% flow year-around with the appropriate method.

Resident Population – In this table, please identify the known or approximate populations for each category. The number “Receiving Collection” will be the population that your facility serves minus any non-resident population covered in the subsequent section

(except in the Small Community survey). If your agency does not have data on non-residential population, then please simply concentrate on the resident population.

Next, please identify the population in your service area that are not hooked up to the facility, but are using an Individual Sewage Disposal System (or septic system). Then, please identify any population that is not receiving or performing any level of wastewater treatment; this figure should be zero.

Finally, please list, based on future projections, how each of those categories will change in the future, and please identify the year in the future that the projection is based on – i.e. 2025.

Non-Resident Population – The non-resident population is based on a significant commuting population or tourist population that is accounted for in the present or future design of your plant. This is information that would possibly be based on a recent growth study or facility plan. If there is not a significant impact on your facility by tourists or commuters, then please enter zeros.

Proposed Facility Projects – The primary focus of this survey is to document the funding needs for upcoming projects based on your own projection time lines – i.e. 5 years, 10 years, 20 years, etc. In this section please identify the category or categories that apply to your facility in regards to projects currently under discussion, planning or design. If you have no projects on the horizon, please circle the “No Change” category. Please keep in mind that in order to complete the documentation of your need, we need to receive a documented source for the information as described hereinafter.

Flow – Please identify the existing annual average dry weather flow, the present design flow, and the future design flow (based on any upcoming projects) for each of the categories. Municipal flow includes residential, commercial, or institutional sources. Industrial flow is simply flows generated by industrial sources. Infiltration/inflow describes the estimated portion of the wastewater flow that is entering the collection system via defective joints, connections, or manhole walls. Then please total each category to reach a total flow for each column. At the bottom of the section please identify the Daily Peak Wet Weather flow that the treatment plant is capable of treating for each column too.

Present and Future Design Effluent – Identify the facility’s current effluent level based on the Biochemical Oxygen Demand (BOD) concentrations listed for each category. Then identify how that might change based on any future projects.

Pollutant Concentrations – Please identify, approximations are acceptable, the existing (current annual average), present design and possible future design concentrations for both the influent and effluent Biochemical Oxygen Demand (BOD) and Total Suspended Solids (TSS) concentrations. Then identify whether the facility performs nutrient removal now or will in the future.

Project Information – Please identify projects that address a water quality problem that existed as of January 1, 2004 that you can provide a documented engineer’s cost estimate for. Then identify the total project cost, the documentation type and the appropriate page numbers. You will need to supply copies of the document cover page and the relevant pages along with the completed survey form. If you can spare a copy of the entire document, please submit the entire document. All supporting documents must be dated January 1, 1994 or later in order to be accepted.

Other Systems – Since the wastewater infrastructure in California is so large and constantly evolving, it is difficult to maintain accurate records of all existing facilities. For example, a large wastewater facility may have 4 or 5 independent collection systems discharging into their facility. Please help us verify the other systems connected to your system by providing the name(s) of the authority connected to your system. In addition, please feel free to share the survey forms with other facilities within your area that may not have been identified in our database.

Acceptable Forms of Documentation:

- Capital Improvement Plan
- Infiltration/Inflow Analysis
- Sewer System Evaluation Survey (SSES)
- Final Engineer’s Estimate
- Facility Plan
- Intended Use Plan – Needs and Costs
- State-Approved Area-Wide or Regional Basin Plan with Project-Specific Information
- Federal or State Grant Application Form or SRF Loan Application
- State-Approved Local/County Comprehensive Water and Sewer Plans with Project-Specific Information
- State-Approved Municipal Wasteload Management Plan with Project-Specific Information

Note: Alternative forms of documentation may be acceptable. If you cannot provide documentation as described above, please submit the next most appropriate form of documentation for our review.